

Change  
Wash 35 DC  
& record  
Washington, D.C. 20505

Change June 54  
to record  
June 74  
Pages 12+13

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initials, separating it from the initials by a slash mark. For example:

MS/RMD:JCDoe:abc/3742 (1 Sept 54)

The originating office identification is never shown on the following:

- a. Original and copies sent outside the Agency.
- b. The original and courtesy copy of an internal memorandum prepared on plain bond, i.e., one addressed to, or prepared for the signature of those addressees shown after Code 1 in Exhibit 1.
- c. The original and copies of letters of commendation (except the signer's copy).

#### 24. Defense Classification and Control Markings

- a. When Top Secret, Secret, and Confidential correspondence is typed, the classification will be marked on all pages and copies thereof, top and bottom by means of a red-inked rubber stamp, the type of which is noticeably larger than that of the type-written text. The classification marking will be spaced about  $\frac{1}{4}$  inch from the top and bottom of the page. (See next paragraph if a control statement will also be used.) Correspondence duplicated by any other means than typing shall have classification markings placed thereon in accordance with Regulation

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- b. When a control statement (such as "Not Releasable to Foreign Nationals") is used with a defense classification, place the appropriate statement immediately below the defense classification wherever it appears. When a control statement is used without a defense classification, place the statement about  $\frac{1}{4}$  inch from the top and bottom of each page.
- c. Correspondence containing classified information and furnished to authorized persons, in or out of Federal service, other than those in the executive branch, in addition to being marked as shown above will bear the following warning:

"This material contains information affecting the national defense of the United States within the meaning of the espionage laws,

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Title 18, USC, Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

This warning shall be stamped at the bottom of the first page of the original and all copies (including file copies, to indicate that the original was correctly marked). The text of this warning is about 3 1/8" wide by 3/4" deep. The first page of typing therefore should stop at about 1 1/2" from the bottom of the page if the warning is to be included. Stamps with this warning are available at Building Supply Rooms.

- d. Under certain circumstances correspondence can be automatically reclassified--e.g., after a specific event or date or upon removal of classified enclosures. The appropriate action shall be indicated by a rubber stamp available at Building Supply Rooms, or by including a statement in the final paragraph of the correspondence. If stamped, place the statement on the first page of the original and all copies, at the top or bottom in proximity with the defense classification marking.

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## Section E.

REVIEW, CONCURRENCES, APPROVALS, AND SIGNING AUTHORITY25. Indicating Review and Concurrences

- a. Indicating Review on Official File Copy - Officials other than the originator shall indicate their review by initialing above their organizational designation at the bottom of the yellow official file copy. The date of initialing should also be shown. The originator will initial over his typed name.
- b. Indicating Concurrences as an Integral Part of a Memorandum (Exhibit 2) - Concurrences may be indicated on the original and all copies of memorandums which will not leave the Agency, when it is desired that concurrences be made an integral part of the correspondence. This method is particularly desirable when considerable coordination or concurrence is necessary outside the originating office, or when the signing official or the recipient of the memorandum may desire a record of concurrences by the officials' surnames and titles.

To provide for these signatures, type the word "CONCURRENCES" flush with the left margin, four spaces below the signature line. Beginning six lines below the word "CONCURRENCES" even with the left margin, type a solid line for the signature of the official from whom concurrence is desired. Beneath this line type the official's title. To the right of the signature line type a solid line for the date. Type the word "Date" beneath this line. Repeat this arrangement for each concurring signature desired. Leave six spaces between each signature line.

- c. Indicating Originator and Concurring Officials on Correspondence for Signature of the DCI or DDCI - In order that the Director or the Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence for their signatures, one of the two copies forwarded for retention in their files will bear the signature and title of the originator and each concurring officer. The originator's and concurring officials' signatures should be identified by the words "ORIGINATED BY" and "CONCURRENCES" respectively. The second copy for retention in the files of the DCI or DDCI and all other Agency copies need not bear the signatures of the originator and concurring officials. Their typewritten names will suffice.

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26. Indicating Approval as an Integral Part of a Memorandum (Exhibit 2)

- a. To eliminate preparing additional correspondence at approving levels, a space for the approving official's signature may be provided on the original and all copies of a memorandum which will not leave the Agency. An approval line is indicated by the word "APPROVED" in all caps begun one or two spaces to the right of the center of the page, and six spaces below the last signature line. Two or three spaces to the right of "APPROVED" and on the same line type a solid line for the date. Center the word "Date" beneath the line. Six spaces below the date line and centered with respect to it, type in the approving official's name in all caps. Center his title beneath in initial caps only.
- b. Consider the following requirements when an approval line is used:
  - (1) In addition to the original (which is usually returned to the originating official for necessary action) prepare a copy for retention by the approving official. Furnish two copies if the approving official is the Director or one of his Deputies.
  - (2) Action of the approving official shall be indicated on all copies.
  - (3) Under no circumstances will information or file copies be distributed until action has been taken by the approving official.

27. Responsibility for Review and Concurrences

- a. Originating Official - It is the originating official's responsibility to secure all necessary review and concurrences within his organizational element, and to provide adequate routing of the correspondence to other offices for concurrence. "Provide adequate routing" includes a review of the assembled correspondence to ensure that routing slips bear the names of every office concerned.
- b. Reviewing Officials - Reviewing officials shall sign or initial originals or copies in the spaces provided. Qualified concurrences or nonconcurrences likewise shall be indicated, and the reasons therefor typed to the right of the official's signature

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on the original and all copies of memorandums described in Paragraph 25b, and on all Agency copies described in Paragraph 25c. The reviewing official will also ensure that the copy for his office is not removed from the correspondence assembly since the memorandum is not an official document until signed. The copy for his office will be forwarded from the office of the signing official if the memorandum becomes official.

- c. Secretaries - It is the responsibility of secretaries at concurring levels to type the names of concurring officials, the date action was taken, and any notations of concurrence or qualified concurrence to each copy of a memorandum that will not leave the Agency. The concurring official's signature shall be indicated above his title in the following manner:

/s/ Raymond R. Ross  
Director of Logistics

28. Authority to Sign Correspondence. The authority to sign for the Director of Central Intelligence has been delegated by the Director to certain Agency officials. Other authorizations to sign correspondence have been delegated at Deputy Director, Assistant Director, Office Chief, and subordinate levels. The following general rules apply:

- a. Correspondence addressed horizontally shall be signed by an official at the same level as that of the addressee, or by a person to whom authority has been delegated.
- b. Correspondence directed upward shall be signed by or directed through the chief of the element immediately below that of the official to whom addressed.
- c. Correspondence directed downward shall be signed by or directed through the chief of the element immediately above that of the official to whom addressed.

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6 SPACES

--SUBJECT: Procurement of Overnight Storage Desk Trays

4 SPACES

It is therefore recommended that the verbal agreement described herein be concluded officially.

5 SPACES

--M. M. MATTHEWS  
Chief, Management Staff

4 SPACES

CONCURRENCES:

Director of Security

Date

General Counsel

Date

APPROVED:

Date

6 SPACES BETWEEN  
EACH SIGNATURE LINE

U. R. WRIGHT  
Deputy Director  
for Support

Distribution:

Orig. and 2 - Addressee  
1 - D/S  
1 - OGC  
1 - C/MgtS

EXHIBIT 2

CONCURRENCES AND APPROVAL WITHIN A MEMORANDUM

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## Chapter II

## MEMORANDUMS

## Section A. GENERAL

29. Memorandums are used by CIA officials for interoffice and intra-office communications and to correspond with certain Federal agencies or their officials who likewise use the memorandum format in corresponding with CIA. When to use memorandums is outlined in Part I of Exhibit 1. Part II of this exhibit lists the types of stationery to use and requirements for copies. Further discussion of these elements in this chapter is considered unnecessary. Also, to avoid repeating standards common to each type of memorandum, frequent reference is made to previous paragraphs.
30. This chapter concerns the preparation of memorandums on letterhead stationery, plain bond, and ~~Standard Form No. 64~~ (Office Memorandum). Three exhibits are provided: OPTIONAL FORM 10
- Exhibit 3 - Memorandum on Letterhead
- Exhibit 4 - Memorandum on Plain Bond
- Exhibit 5 - Memorandum on ~~Standard Form No. 64~~

## Section B. MEMORANDUMS ON LETTERHEAD

## Exhibit 3

31. Margins. See Paragraph 12.
32. "IN REPLY REFER TO." The use of this line is optional. See Paragraph 13.
33. Date. If it is appropriate to date the memorandum at the time of typing, place the date immediately below the "Refer to" line as shown in Exhibit 3. If a "Refer to" line is not used, type the date



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on the fifth line below the last line of the letterhead, flush with the right margin. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 15 June 1954.

34. "MEMORANDUM FOR." Beginning at the left margin, type this heading in all caps, four spaces down from the date, if one has been inserted. If the date has not been typed, begin this heading 9 or 10 lines below the last line of the letterhead. Two spaces after the colon, insert the addressee's title. Continue the title across the page and on a second line if necessary, indenting the second line two spaces in from the beginning of the addressee's title.

Exhibit 3 illustrates a memorandum for only one addressee. However, a memorandum also may be addressed to two or more recipients if each has equal interest in the subject matter or equal authority to take action. In such a case the "MEMORANDUM FOR" line would appear as follows:

MEMORANDUM FOR: Administrative Officer, Office of Defense  
Mobilization  
Director, Federal Bureau of Investigation

The use of multiple addressee memorandums is encouraged to minimize preparation of individual correspondence.

35. "THROUGH" Line. A "THROUGH" line is rarely used in memorandums sent outside the Agency. When appropriate, however, an addressee may be indicated after the word "THROUGH" typed in all caps, even with the left margin and two spaces below "MEMORANDUM FOR." The through addressee is always shown as a title, and is placed in line with the "MEMORANDUM FOR" addressee.
36. "ATTENTION" Line. The use of an "ATTENTION" line in a memorandum is optional. It is used only when the dictating official desires to direct the correspondence to an office or official other than shown after "MEMORANDUM FOR." When used, the word "ATTENTION" is typed in all caps, even with the left margin and two spaces below "MEMORANDUM FOR" or "THROUGH" as the case may be. The addressee following "ATTENTION" may be addressed by name or title.
37. "SUBJECT" Line. The word "SUBJECT" typed in all caps two spaces below the last addressee line, and even with the left margin, introduces a brief statement of the subject of the memorandum. This statement is begun in line with the addressee or addressees listed

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in the foregoing "MEMORANDUM FOR," "THROUGH," or "ATTENTION" lines. The subject should be stated concisely, yet adequately enough to identify the correspondence. Capitalize the first and all other important words. Continue the subject across the page and on a second line, if necessary. Indent the second line two spaces.

38. "REFERENCE" Line. Reference to material related to the subject matter of a memorandum may be cited either in the text or in a "REFERENCE" line. Use of the latter is preferable when repeated reference to the same material may be necessary in the text, or when lengthy titles might tend to complicate sentence structure.

The reference line begins with the word "REFERENCE" or "REFERENCES" typed in all caps beginning at the left margin, two spaces below the subject line. Following this, references are listed with the first word of each reference aligned with the first word of the subject. If more than one reference is listed, designate each alphabetically by small letters in parentheses. A single reference is not so designated. Examples:

Single Reference

MEMORANDUM FOR: Administrative Officer, Office of Defense Mobilization

SUBJECT: Interagency Correspondence Standards

REFERENCE: Bureau of the Budget Circular No. 00 of 10 Jan. 1953

Multiple Reference

MEMORANDUM FOR: Director, Federal Bureau of Investigation

SUBJECT: Interagency Correspondence Standards

REFERENCES: (a) FBI memorandum of 8 June 1953 to CIA  
(b) Bureau of the Budget Circular No. 00 of 10 June 1953 *Subj. Same.*

39. Text. The text of a memorandum begins four spaces below the last line of the "SUBJECT" or "REFERENCE" line as the case may be.

40. Line Spacing. See Paragraph 15.

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41. Paragraphing. See Paragraph 16.
42. Page Numbering and Identification. See Paragraph 18.
43. Continuations. See Paragraph 19.
44. "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." The command (or authority) line is used only in memorandums when the individual signing has been delegated the authority to do so for a higher official. Officials signing for the Director will use "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." Command lines for lower echelons are similarly worded except for the official's title. The command line is typed in all caps, two lines below the last line of text and five spaces in from the left margin.
45. Signature and Title. The signer's name and title are shown five spaces below the last line of text or the command line. The name of the signer is typed in all caps, one or two spaces to the right of the center of the page. The title is typed immediately below the signer's name, in initial caps only, and centered with respect to the name of the signing official. Place the title on two lines if necessary to achieve the best appearance.
46. Enclosures. Note in Exhibit 3 the method of listing referenced material as an enclosure. See Paragraph 21 for further information on enclosures.
47. Distribution of Original and Copies. When it is desirable to indicate to an addressee outside the Agency that other outside parties or agencies are to receive copies, the recipients of copies are listed under "cc" on the original and every copy prepared. The distribution of the original and all other copies, however, is shown separately under the word "Distribution" only on copies retained in the Agency. Thus the distribution of copies outside the Agency is positively shown on copies retained. Also, this format aids mail handling by showing unquestionably whether or not a courtesy copy is being furnished.

To indicate external distribution of information copies, type "cc:" in lower case flush with the left margin, two lines below the title of the signing official or the enclosure listing. List the information addressees in the following manner, indicating those to receive enclosures: